



Manjiri Prabhudesai

Accountant

 C-205, Country Park, Dattapada
Road, Borivali (East) Mumbai, MH,
400066

 986-717-8085

 31manjiri@gmail.com

Initially has worked as Account Assistant offering 9 years of experience in Chemical Industry. Driven to provide efficient, accurate and high-quality support.

Later on got chance of working as Accountant and got familiar with managing schedules, directing teams and overseeing closing processes. Now acquiring knowledge in IFRS, ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities.

Enthusiastic Employee eager to contribute to team success through hard work, attention to detail and excellent organizational skills. With proper training would like to have clear understanding of the job which will keep myself motivated to learn, grow and excel alongwith my organisation.



Skills

- Hard Working
- Sincere
- Experience in Accounts as well as in Co-ordination job
- General ledger accounting
- Customer service
- Account reconciliation
- Bank reconciliations and balancing
- IFRS Understandingl



Work History

- **Co-ordinator**
Succeedsafe, Mumbai, Maharashtra
 - Increased customer satisfaction and repeat business through relentless pursuit of resolutions to problems arising from our services for 'Road Safety', protecting company reputation and loyal client base.
 - Worked with customers to understand requirements and provide

2016-09 - Current

2007-03 - 2016-06

exceptional supportive back office service to enable them to complete their audit successfully.

Sr. Accountant

Zen Intratrade Pvt. Ltd., Mumbai, Maharashtra

- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Updated general ledger with latest entries.
- Collaborated with bank representatives to negotiate capital requirements.
- Supported monthly general ledger closing activities, including preparing journal entries and reconciliations.
- Reconciled accounts and created documents for year end closure procedures.
- Calculated tax owed, prepared and submitted returns and upheld compliance with all applicable laws.
- Reviewed and reconciled discrepancies in accounts and financial documentation.

1995-06 - 2005-07

Accounts Assistant

Abir Chemicals Limited, Mumbai, Maharashtra

- Reported financial data and updated financial records in ledgers and journals.
- Entered invoices requiring payment and disbursed amounts via check, electronic transfer or bank draft.
- Disbursed petty cash by recording entries and verifying documentation.
- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.

1986-06 - 1992-12



Education

High School Diploma

G.B.S. High School - Mumbai

SSC with distinction from Maharashtra University in 1986

Commerce Graduation from Mumbai University

Diploma in Financial Management from Welingkar

Diploma in Export and Import Management

Completed the lectures of International Financial Reporting Systems



Languages

- English
- Marathi
- Hindi but I am little poor in it